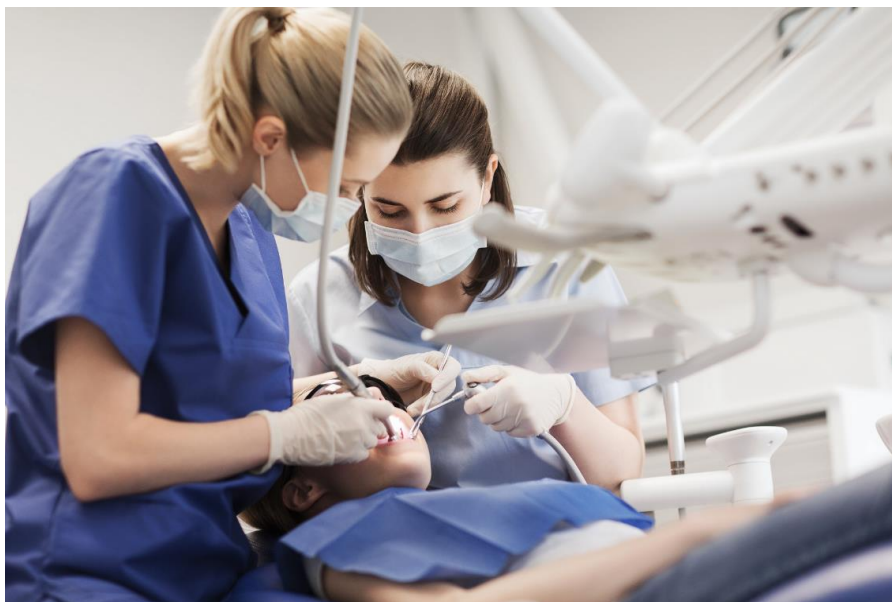




ILLINOIS HEALTH CAREERS

"Train for Tomorrow's Career Today"



Main Campus

4709 N Harlem Ave Harwood Heights, IL 60706

Locations

17759 S Halsted St, Homewood, IL 60430

1529 S Lake St, Mundelein, IL 60060

5051 E State St, Rockford, IL 61108

1010 S Arlington Heights Rd, Arlington Heights, IL 60005

224-246-2694

www.illinoishealthcareers.com

administrator@illinoisdentalcareers.com

isobchuk@illinoishealthcareers.com

Our Mission

The school of Illinois Health Careers is committed to providing future dental professionals with the education to become highly trained, knowledgeable, and work-ready by means of hands-on classroom instruction by expert faculty as well as clinical utilization of state-of-the-art technology, and promoting the highest level of professionalism, personal growth, and real-world experience.

About Illinois Health Careers/ Dental Careers

The school of Illinois Health Careers prepares its students for a successful future in the Allied Health Career fields which include Dental assistant, Orthodontics, Medical Office Administrative, Billing and Coding and Medical Assistant. Depending on the program in which the students enroll, they are placed with an experienced industry instructor who guides them through a module-based program, which is taught either twice a week in the evening on weekdays, or on Saturdays.

Illinois Health Careers currently offers a Dental Assisting Program and an Orthodontic Assisting Program. Our innovative module-based programs are designed to maximize the convenience factor for our students, and they also put them in control of their progress. Together with the combination of small class size instruction and hands-on clinical training, students are prepared to become confident dental and/ or Orthodontic technician professionals by the end of the course.

Program Goals

Illinois Health Careers strives to make our students successful members of the allied health care community. Our school is committed to giving students opportunities to gain knowledge and develop skills while utilizing critical thinking as an integral part of the process as well. Our program goals are the following:

- Prepare our students to become work ready as dental assistants and confident in their clinical and practice management skills.

- Provide our students with open access and a supportive environment that fosters student success in and out of the classroom.
- Prepare our students to function as integral members of the dental team while performing chairside and related office and laboratory procedures.
- Provide our students with the interpersonal skills and necessary competencies for patient-centered care.
- Educate our students about current technologies and give them the skills necessary to adapt to the changes in dental/orthodontic fields.
- Provide a curriculum that will give our students the knowledge and understanding of the professional duties and standards, incorporating legal and ethical responsibilities of a Dental Assistant.

Dental Assisting Program Description

Illinois Health Careers Dental Assistant Program is designed for a comprehensive coverage of dental assistant theory and practice in all aspects of clinical and administrative responsibilities. This program is designed to be completed on a part-time basis by enrollment in each of the 20 modules, 2.5 hours each.

Upon successful completion of the program, students will earn a Certificate for the Dental Assistant Program and Coronal Polishing and Pit and Fissure Placement and become eligible to appear for dental assistant certification examinations such as the one conducted by American Medical Technologies (AMT).

Occupational Objective

Graduates are trained to work as dental assistants and may find work in dental offices, clinics, or other dental facilities.

Program Objectives

Upon completion of the program, the student should be able to:

- Work under the direct supervision of a practicing dentist and qualify for the title of Dental Assistant, performing all tasks required in a dental office
- Demonstrate knowledge of the standards of care chairside assisting; proper use of dental instruments; and in exposing, processing, and monitoring radiographs.

- Demonstrate knowledge of disinfection, sterilization, infection control, handling and disposing of hazardous materials and sharps; mixing techniques of laboratory materials, tray setups, and assistance in chair-side restorative procedures.
- Demonstrate the use of instruments and sequential procedures of orthodontic treatments.

Orthodontic Assisting Program Description

Illinois Health Careers Orthodontic Assisting Program consists of 10 modules, 2.5 hours each, offered on Saturdays (please refer to the Academic Calendar posted in School Catalog for details) and a 20-hr. internship component. Orthodontic Assisting modules to include theoretical and clinical components, covering advanced dental and oral anatomy and physiology, basic to advanced orthodontic chairside assisting orthodontic materials and supplies, instruments and procedures, appliances, Invisalign, radiology, and impressions.

A 20-hour internship requirement needs to be completed within 1 month from the date when the 10 orthodontic modules have been finished. Internship can be completed at any of the listed Orthodontic Experts clinics (please see the addresses and contact information below). Students can also rotate between the clinics to fulfill the internship requirement in a timely manner. Please, see Orthodontic Internship forms for additional details and guidelines.

Occupational Objectives

Graduates are trained to work mostly independently. Once a patient is outfitted with corrective instruments such as aligners, braces, or expanders, it's the orthodontic assistant's job to perform any minor adjustments.

Program Objectives

- Demonstrate knowledge of replacement of wires
- Demonstrate knowledge of cutting of wires.
- Demonstrate knowledge of refitting of bands on braces.
- Demonstrative knowledge of the tightening of corrective coils.

Locations of classes and Internship

Addresses and contact information of the orthodontic clinics for the 20-hour orthodontic internship shadowing:

1. 4709 N. Harlem Ave, Harwood Heights, IL 60706. P: (773) 801-7171.
2. 1020 S. Arlington Heights Rd, Arlington Heights, IL 60005. P: (847) 749-4340.
3. 1719 W. 18th St, Chicago, IL 60608. P: (312) 767-2009.
4. 7820 S Cicero Ave, Burbank, IL 60459. P: (708) 391-5220.
5. 272 S Randall Rd, Algonquin, IL 60102. P: (847) 658-4907.
6. 2987 Kirk Road, #103A , Aurora, IL 60502. P: (331) 310-1064.
7. 3339 W. Belmont Ave Chicago, IL 60618. P: (773) 830-7056.
8. 2222 W North Ave Chicago, IL 60647. P: (312) 767-2088.
9. 2496 DeKalb Ave, Unit B Sycamore, IL 60178. P: (815) 756-5200.
10. 100 S Mannheim Rd, Ste. G04 Hillside, IL 60162. P: (708) 540-1770.
11. 17759 S Halsted Homewood, IL 60430. P: (708) 405-2122.
12. 1351 N. Larkin Ave Joliet, IL 60435. P: (815) 323-4700.
13. 5051 E. State St. Rockford, IL 61108 . P: (815) 918-4427.

Admission Requirements

Illinois Health Careers applicants must be 18 years or older by the time of their program completion.

Tuition and Fees

The tuition for a **Dental Assisting** program offered by the Illinois Health Careers is \$3,500. The program is based on 20 modules during 10 weeks, which are offered twice a week in the evening in all of our IDC campuses (please, see Academic Calendar for details).

COURSE MATERIALS TO BE PURCHASED BY STUDENT:

Text books will need to be purchased at enrollment or 2 weeks prior to class start.

Textbook: \$150.00

The tuition for the **Orthodontic Assisting** program offered by Illinois Health Careers is

\$2,100.00. This program is based on 10 modules during 9 weeks and a 20-hrs orthodontic internship shadowing. The modules are offered on Saturdays at all of our campuses (please, see Academic Calendar for details). Internship can be done at the same location as well as the other orthodontic clinics (please, see Orthodontic Assisting Program description above).

For those students who choose to enroll in both programs, the total cost of tuition comes down to \$5,000 instead of \$5,600.

The tuition for the **Phlebotomy Technician** program offered in Arlington Heights and Rockford locations by Illinois Health Careers is \$2,100.00. Class schedule: Saturday or Sunday 9:00am- 1:00pm for 10 weeks.

COURSE MATERIALS TO BE PURCHASED BY STUDENT:

Text books will need to be purchased at enrollment or 2 weeks prior to class start.

The tuition for the **Certified Clinical Medical Assistant** program offered by Illinois Health Careers in Arlington Heights and Rockford locations is \$3,800.00.

Duration: 16 weeks- 80 hours Externship (based on site availability)

Classes are every Wednesday 5:30 pm – 8:00 pm remotely, every Saturday 8:00 am – 2:30 pm in campus.

COURSE MATERIALS TO BE PURCHASED BY STUDENT:

Text books will need to be purchased at enrollment or 2 weeks prior to class start.

Text Book/ Workbook/ online resources: \$220.00

Military veterans and active duty get a 12% discount for Allied Health Programs.

Additional certificate courses available

- OSHA/HIPAA \$75.00
- CPR/AED \$50.00
- Coronal Polishing and Dental Sealant Placement \$499.00

Eligibility and Requirements for Coronal Polishing and Dental Sealant Placement certification:

1. Candidates must be 18 years old or older.
2. Candidates must be a graduate of a Dental Assisting Program, or have one thousand (1000) or more hours of dental assisting experience, or be certified dental assistant as designated by DANB.
3. Completed application and payment of the course.
4. Each participant must follow the OSHA guidelines for infection control, must wear scrubs and bring their own safety glasses for the clinical portion, and use clinical Personal Protective Equipment (i.e. gloves, mask, eye-wear, and clinic gown).
5. Each participant must agree to act as a patient for coronal polishing.
6. Provide an employer letter.

Upon completion of the sealant placement course, participants must perform clinical competency on a minimum of six (6) patients under the direct supervision of a licensed dentist or dental hygienist.

Certificates

All the certificates will be mailed to students after successful completion of the course. It may take up to 14 days after the class has ended for all data to be put in the system and to receive the certificate by the student.

Withdrawal and Refund Policy for Coronal Polishing and Dental Sealants Placement Program

Please read over the eligibility and requirements before making your payment. Space is limited so early registration is recommended. A Non refundable administrative fee of \$210.00 will be charged when cancellations are made up to three days prior to the course. If cancellation is made within 24 hours of course there will be a \$ 210.00 cancellation fee. No-shows are responsible for the entire amount.

Illinois Health Careers reserves the right to cancel the course with a full refund due to insufficient enrollment. Students may transfer funds to attend a different course date.

Financial Aid

At the present time, Illinois Health Careers only offers payment plans, payment deferment, and other resources for financial assistance or tuition assistance which is listed on the website at

<https://www.illinoishealthcareers.com>

Illinois Health Careers has partnered with TFC financial services for student tuition. TFC offers free credit reporting to build your credit, NO credit check, low interest with no early payoff penalty, no long forms and 99% + approval.

Attendance Policy

Illinois Health Careers operates on an open enrollment basis. Students can choose the start date of their program that fits your schedule. Illinois Health Careers emphasizes the importance of students to attend all classes in order to develop the skills necessary to compete in the workforce and due to the accelerated nature of the course it is critical to proper skill building. Attendance is mandatory for all courses. Students are expected to attend every scheduled class and be on time. Students arriving later than 30 minutes will be considered absent. Tardiness and absenteeism will affect their grade and overall performance level. Any absence will need to be coordinated with the instructor for a makeup class. Any student who has missed 50% or more of the scheduled classes that have not been made up will be asked to join an upcoming course, Typically three classes, depending on the length of the courses.

Transferable Credit

The school of Illinois Health Careers does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution.

Approvals and Authorizations

The school of Illinois Health Careers is approved by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education (IBHE-PBVS) for its allied health programs.

Program Completion Requirements

- Students must complete all assigned modules in their programs.
- Students must attain at least a 79% overall grade in their programs.

Grievances

In-house grievances not satisfied with the instructor shall be submitted in writing to Dr. Yaroslav Yarmolyuk (IDC Owner) at 4709 N. Harlem Ave., Harwood Heights, IL 60706. COMPLAINTS

not satisfied with Dr. Y. Yarmolyuk MAY BE REGISTERED IN WRITING WITH THE ILLINOIS BOARD OF HIGHER EDUCATION, Division of Private Business and Vocational Schools. Information about the complaint may be submitted online through the IBHE website <http://complaints.ibhe.org/>. Additional information regarding the complaint process can be obtained by contacting the Board at 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701, Phone Number: (217) 782-2551, Fax Number: (217) 782-8548.

Dress Code

Students must wear black scrubs and gym shoes or clogs and no open toe shoes to class meetings. Students will need to pin up long hair as the class will be entering the clinical area on the first day and must follow all OSHA guidelines. Dress code for Medical Administrative and Billing and Coding are Casual dress.

Class Conduct

Mature behavior and conduct are expected of each and every student. Illinois Health Careers reserves the right to dismiss or suspend a student whose conduct is regarded as unsatisfactory, and who engages in such conduct as: Theft or inappropriate removal or possession of property, attending class under the influence of alcohol or illegal drugs, boisterous or disruptive activity during class, disrespectful conduct, violation of health and safety rules, smoking in prohibited areas, unauthorized use of cellphones, violation of personnel policies, and unsatisfactory performance or conduct. We retain the right to drop any student that has violated any of these rules.

Please review the student Conduct Policy and the Principles of Conduct in your enrollment form and sign.

Students in the Illinois Health Careers Certificate Programs are expected to follow the rules of student conduct as set forth in the Illinois Health Careers Catalog. Students are also expected to abide by the conduct policies that pertain to all Allied Health programs offered through Illinois Health Careers.

One purpose of the program is to prepare the students to be caring, compassionate, well-educated Allied Health professionals who assume responsibility and accountability for his or her actions. The Director of Allied Health and all faculty expect the following behaviors from students enrolled in any of the Allied Health professionals Certificate Programs:

1. The student will interact with peers, patients, clinical personnel, and teachers in a professional and respectful manner at all times, on campus, or off campus. The student will demonstrate a professional demeanor and polished communication skills that reflect positively on themselves, the program, and the institution that they represent.
2. The student will keep confidential, at all times, all information regarding patients.
3. The student will be properly prepared for every internship experience since he or she is legally accountable for the care he or she provides.
4. The student will promote a positive atmosphere and attitude in the classroom, lab and clinical setting by attending classes, being prompt, actively participating and respecting fellow students and instructors.
5. The student must always demonstrate professional behavior and attitude in the classroom. During the semester before externship, any student who fails to demonstrate acceptable attitude and behavior or falls below 75% will not be allowed to enter or continue their externship. Denial of entry into the externship will be based on written documentation by the clinical instructor(s). The student who is denied entry into the externship will have to re-apply to enter the externship the following term.

Behavior not consistent with those behaviors described above will be brought to the attention of the Director of Allied Health in the form of a written report. Misconduct will be handled in accordance with the procedures outlined in the student handbook and with the *Illinois Health Career Code of Conduct*.

Principles of Conduct for the Illinois Health Careers Certificate Programs at the Externship Site

These principles are intended to aid Allied Health students in maintaining a high level of ethical conduct in the workplace/internship site. They are standards by which all Allied Health may determine the propriety of his or her conduct in his or her relationship with patients, physicians, and co-workers.

1. *Everything you see, hear, or read about patients remains **confidential** and does not leave the office.*
2. *Never criticize or make negative remarks about the Dentist or physician(s), the site or site staff you work for in front of a patient. Never make negative or critical remarks about the treatment given to a patient by another Dentist or physician.*
3. *Be neat, clean, and dignified at all times. Professionalism is the key word. Anything less than that will not be tolerated.*
4. *Do not do anything that could be construed as advertising the Dentist or physician's services because in many states it is illegal to solicit.*
5. *Maintain a dignified, courteous relationship with all persons in the office-patients, co-workers, Dentist and physicians – as well as with insurance company representatives,*

vendors, and all others that come to the office or telephone the office.

6. *Do not collect payment from another Dentist or physician or member of his family for services unless your employer tells you to do so.*
7. *Do not discuss a patient's condition within hearing distance of others.*
8. *Do not discuss a patient with acquaintances – yours or theirs.*
9. *Do not leave patients' records and information exposed on a counter or desk.*

Facility Policy

Maintaining and preserving school facilities and equipment is the obligation of all students and staff members. Illinois Health Careers expects all students to treat the facilities and equipment with proper care. Students will be held responsible for any destruction to school property. Any student who deliberately damages the equipment of our facility will be expelled from the school of Illinois Health Careers. Smoking is not allowed inside the school. Any smoking must take place off of the grounds of the Illinois Health Careers.

Withdrawal Procedure

- Students must submit a written notice of cancellation/withdrawal.
- Please, refer to the Refund/Cancellation Policy to determine the amount of refund requested.
- All notices of cancellation/withdrawal should be submitted in person to the Illinois Health Careers Program Coordinator.

Refund/Cancellation Policy

REFUND/CANCELLATION POLICY:

- FOR ANY CANCELLATIONS OR WITHDRAWS THERE IS A \$210.00 NON REFUNDABLE ADMINISTRATIVE/ENROLLMENT PROCESSING FEE. REFUNDS ARE BASED ON THE PERCENTAGE OF AMOUNT PAID AND MODULES COMPLETED AT THE TIME OF EMAILED REQUEST. ALL REFUND AND WITHDRAWAL REQUESTS MUST BE SUBMITTED VIA EMAIL WHICH WILL SERVE AS AN OFFICIAL DATE UNLESS OTHERWISE NOTED.
- ILLINOIS HEALTH CAREERS SHALL, WHEN A STUDENT GIVES A WRITTEN NOTICE OF CANCELLATION, PROVIDE A REFUND IN THE AMOUNT OF AT LEAST THE FOLLOWING:
- WHEN A NOTICE OF CANCELLATION IS GIVEN BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF ENROLLMENT BUT PRIOR TO THE FIRST DAY OF CLASS ATTENDANCE BY THE STUDENT,

100% OF TUITION PAID BY STUDENT WILL BE REFUNDED MINUS A \$210.00 NON REFUNDABLE ADMINISTRATIVE/ENROLLMENT PROCESSING FEE

- WHEN A NOTICE OF CANCELLATION IS GIVEN AFTER MIDNIGHT OF THE THIRD BUSINESS DAY FOLLOWING THE DATE OF ENROLLMENT BUT PRIOR TO THE CLOSE OF BUSINESS ON THE STUDENT'S FIRST DAY OF CLASS ATTENDANCE, THE SCHOOL MAY RETAIN NO MORE THAN THE APPLICATION REGISTRATION FEES OF \$210.00 AND BOOK FEES, LAB MODELS AN INSTRUMENTS NOT RETURNED IN ORIGINAL CONDITION OF \$295.00 AS STATED IN THE STUDENT LOANER AGREEMENT.
- APPLICANTS NOT ACCEPTED BY THE SCHOOL SHALL RECEIVE A REFUND OF ALL TUITION AND FEES PAID WITHIN 30 CALENDAR DAYS AFTER THE DETERMINATION OF NON-ACCEPTANCE IS MADE MINUS ANY BOOK FEES PAID BY SCHOOL AND \$210.00 NON REFUNDABLE ADMINISTRATIVE FEE;
- DEPOSITS OF DOWN PAYMENTS SHALL BECOME PART OF THE TUITION;
- THE SCHOOL SHALL MAIL A WRITTEN ACKNOWLEDGEMENT OF A STUDENT'S CANCELLATION OR WRITTEN WITHDRAWAL TO THE STUDENT WITHIN 15 CALENDAR DAYS OF THE POSTMARK DATE OF NOTIFICATION. SUCH WRITTEN ACKNOWLEDGEMENT IS NOT NECESSARY IF A REFUND HAS BEEN MAILED TO THE STUDENT WITHIN THE 15 CALENDAR DAYS;
- ALL STUDENT REFUNDS SHALL BE MADE BY THE SCHOOL WITHIN 30 CALENDAR DAYS FROM THE DATE OF RECEIPT OF THE STUDENT'S CANCELLATION;
- STUDENTS WHO ARE ENROLLED AND WISH TO WITHDRAW FROM THE CURRENT COURSE CAN TRANSFER FUNDS TO A DIFFERENT COURSE, DIFFERENT LOCATION OR DIFFERENT MODULE BY SENDING AN EMAIL TO THE ADMINISTRATOR FOR APPROVAL;
- STUDENTS NEED TO COMPLETE AT LEAST ONE MODULE EVERY WEEK TO STAY IN THE PROGRAM. NOT COMPLETING AT LEAST ONE MODULE EVERY WEEK SHALL CONSTITUTE CONSTRUCTIVE NOTICE OF CANCELLATION TO THE SCHOOL. FOR PURPOSES OF CANCELLATION, THE DATE OF CANCELLATION SHALL BE THE LAST DAY OF ATTENDANCE.

REFUNDS SHALL BE GIVEN TO STUDENTS AS FOLLOWS:

Number of Modules completed	Refund amount (% of tuition)
1	100% minus 210.00 non refundable Administrative fee
2	70% tuition
3	50% tuition
4	30%tuition
5	0% tuition

ACADEMIC CALENDAR 2025

DENTAL ASSISTING PROGRAM 10 Weeks Harwood Heights, IL

WINTER - 2025

Date	Module	Time
January 7 th - March 13 th Tues & Thurs	DEN 1- DEN 20	6:00 pm – 8:30 pm

SPRING - 2025

Date	Module	Time
April 8 th - June 12 th Tues & Thurs	DEN 1- DEN 20	6:00 pm – 8:30 pm

SUMMER - 2025

Date	Module	Time
July 15 th - September 18 th Tues & Thurs	DEN 1- DEN 20	6:00 pm – 8:30 pm

FALL - 2025

Date	Module	Time
October 14 th - December 29 th Tues & Thurs *HMD No Classes November 27 th and 28 th	DEN 1- DEN 20	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

DENTAL ASSISTING PROGRAM 10 Weeks Homewood, IL

WINTER - 2025

Date	Module	Time
January 6 th - March 12 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

SPRING - 2025

Date	Module	Time
April 7 th - June 11 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

SUMMER- 2025

Date	Module	Time
July 7 th - September 10 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

FALL- 2025

Date	Module	Time
October 6 th - December 17 th Mon & Wed *HMD No Classes November 27 th and 28 th	DEN 1- DEN 20	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

DENTAL ASSISTING PROGRAM 10 Weeks Rockford, IL

WINTER - 2025

Date	Module	Time
January 6 th - March 12 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

SPRING - 2025

Date	Module	Time
April 7 th - June 11 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

SUMMER - 2025

Date	Module	Time
July 7 th - September 10 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

FALL - 2025

Date	Module	Time
October 6 th - December 17 th Mon & Wed *HMD No Classes November 27 th and 28 th	DEN 1- DEN 20	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

DENTAL ASSISTING PROGRAM 10 Weeks Mundelein, IL

WINTER - 2025

Date	Module	Time
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January 6 th - March 12 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm
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SPRING - 2025

Date	Module	Time
April 7 th - June 11 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

SUMMER- 2025

Date	Module	Time
July 7 th - September 10 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

FALL- 2025

Date	Module	Time
October 6 th - December 17 th Mon & Wed *HMD No Classes November 27 th and 28 th	DEN 1- DEN 20	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship Harwood Heights, IL

WINTER - 2025

Date	Module	Time
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January 4 th - March 1 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm
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SPRING - 2025

Date	Module	Time
April 5 th - May 31 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SUMMER - 2025

Date	Module	Time
July 5 th - August 30 th Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

FALL - 2025

Date	Module	Time
October 4 th - December 6 th Saturday *HMD No Classes November 27 th and 28 th	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship Homewood, IL

WINTER - 2025

Date	Module	Time
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January 4 th - March 1 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm
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SPRING - 2025

Date	Module	Time
April 5 th - May 31 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SUMMER - 2025

Date	Module	Time
July 5 th - August 30 th Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

FALL - 2025

Date	Module	Time
October 4 th - December 6 th Saturday *HMD No Classes November 27 th and 28 th	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship Rockford, IL

WINTER - 2025

Date	Module	Time
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January 4 th - March 1 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm
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SPRING - 2025

Date	Module	Time
April 5 th - May 31 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SUMMER - 2025

Date	Module	Time
July 5 th - August 30 th Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

FALL - 2025

Date	Module	Time
October 4 th - December 6 th Saturday *HMD No Classes November 27 th and 28 th	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship, Mundelein, IL

WINTER - 2025

Date	Module	Time
January 4 th - March 1 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SPRING - 2025

Date	Module	Time
April 5 th - May 31 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SUMMER - 2025

Date	Module	Time
July 5 th - August 30 th Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

FALL - 2025

Date	Module	Time
October 4 th - December 6 th Saturday *HMD No Classes November 27 th and 28 th	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

PHLEBOTOMY TECHNICIAN 10 Weeks, Arlington Heights, IL

WINTER - 2025

Date	Module	Time
January 11 th - March 15 th Saturday	PHL 1 -PHL 24	3:00 pm - 7:00 pm

SPRING - 2025

Date	Module	Time
April 5 th - June 7 th Saturday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

SUMMER - 2025

Date	Module	Time
July 5 th - September 6 th Saturday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

FALL - 2025

Date	Module	Time
October 4 th - December 6 th Saturday *HMD No Classes November 27 th and 28 th	PHL 1 -PHL 24	1:00 pm - 5:00 pm

Class schedule is subject to change with prior notice to the students.

PHLEBOTOMY TECHNICIAN 10 Weeks, Rockford, IL

WINTER - 2025

Date	Module	Time
January 11 th - March 15 th Saturday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

SPRING - 2025

Date	Module	Time
April 5 th - June 7 th Saturday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

SUMMER - 2024

Date	Module	Time
July 5 th - September 6 th Saturday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

FALL - 2025

Date	Module	Time
October 4 th - December 6 th Saturday *HMD No Classes November 27 th and 28 th	PHL 1 -PHL 24	1:00 pm - 5:00 pm

Class schedule is subject to change with prior notice to the students.

CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM 16 Weeks + 100 Hour Internship, Arlington Heights, IL

WINTER - 2025

Date	Module	Time
January 15 th - May 3 rd Wed & Satur	CMA 1- CMA 19	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

SPRING - 2025

Date	Module	Time
May 14 th - September 6 th Wed & Satur	CMA 1- CMA 19	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

FALL - 2025

Date	Module	Time
September 23 rd - Jan 10 th Wed & Satur *HMD No Classes November 27 th and 28 th December 24 th and 31 st	CMA 1- CMA 19	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

Class schedule is subject to change with prior notice to the students.

CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM 16 Weeks + 100 Hour Internship, Rockford, IL

WINTER - 2025

Date	Module	Time
January 15 th - May 3 rd Wed & Satur	CMA 1- CMA 19	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

SPRING - 2025

Date	Module	Time
May 14 th - September 6 th Wed & Satur	CMA 1- CMA 19	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

FALL - 2025

Date	Module	Time
September 23 rd - Jan 10 th Wed & Satur *HMD No Classes November 27 th and 28 th December 24 th and 31 st	CMA 1- CMA 19	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

Class schedule is subject to change with prior notice to the students.

Coronal Polishing and Dental Sealants Placement Program schedule 2025:

Harwood Heights - 01/05, 02/02, 03/02, 04/06, 05/04, 06/01.

Rockford - 01/19, 02/16, 03/16, 04/20/, 05/18, 06/15.

Dental Assisting Program Curriculum

Instructors: Derriece Davis/Amy Amaya/Traice Clubb/ Chandra McGee

DEN 1 - Introduction to Dental Profession

- The practice of general dentistry
- Dental specialties (orthodontics, endodontics, periodontics, prosthodontics, pediatric dentistry, oral and maxillofacial surgery)
- Role of dental assistant
- Role of expanded duty dental assistant
- Dental office overview: equipment, setting up and breaking chairs, procedure tray set up
- LAB: Dental chair set-up, tray set-up

DEN 2 - Dental and Oral Anatomy and Physiology I

- Anatomy of the Oral Cavity
- Dental anatomy (tooth structure, type of teeth)
- LAB: typodont review

DEN 3 - Dental and Oral Anatomy and Physiology II

- Numbering teeth (primary, permanent, Universal system, Palmer notation)
- Dental anomaly (missing teeth, peg-shaped laterals, etc.)
- LAB: records review

DEN 4 - Assisting in General Dentistry I

- Setting up chairs (morning)
- Procedure tray set up
- Breaking down chairs (at the end of the day)
- LAB: Chair set-up, tray set-up

DEN 5 - Assisting in General Dentistry II

- Assistant duties
- Suctioning
- Four-handed dentistry
- LAB: Four-handed dentistry

DEN 6 - Dental Biomaterials and Pharmacology I

- Anesthetics (topical, local)
- Nitrous oxide
- Anti-Anxiety/sedation
- LAB: Anesthetics

DEN 7 - Dental Biomaterials and Pharmacology II

- Antibiotic Pre-Medication
- Analgesics
- Medical history and medical records
- LAB: Medical record taking

DEN 8 - Dental and Oral Pathology I

- Pathology of teeth (decalcification, caries)
- Pathology of soft tissues (gingivitis, periodontitis)
- LAB: Case review

DEN 9 - Dental and Oral Pathology II

- Congenitally missing teeth
- Impacted teeth
- Tooth loss
- Oral and dental trauma
- LAB: Case review

DEN 10 - Dental Restorations I

- Direct dental restorations (composite filling, amalgam filling, bonding)
- Indirect restorations (crowns, onlays, inlays, bridges)
- LAB: Instrument and material review, four-handed dental assisting

DEN 11 - Dental Restorations II

- Removable dental restorations (partial dentures, fixed dentures, implant-supported dentures)
- Implants and implant-supported restorations (fixed, removable)
- LAB: Instrument and material review, four-handed dental assisting

DEN 12 - Infection Control

- Guidelines for Infection Control in Dental Health-Care Settings
- Personal protective equipment (PPE): gloves, safety goggles, masks, etc.
- Hepatitis and HIV: What Every Dental Healthcare Worker Needs to Know
- Hand Hygiene: Infection Control/Exposure Control Issues for Oral Healthcare Workers
- LAB: PPE, chair set up

DEN 13 - Infection Control

- Sterilization and Disinfection of Patient-care Items in Oral Healthcare Settings
- LAB: Disinfection and instrument processing (ultrasonic, autoclave, etc.)

DEN 14 - Radiology I

- Radiology overview
- Intraoral radiology (periapical, bitewings)
- LAB: X-ray taking

DEN 15 - Radiology II

- Radiology overview
- Extraoral radiology (panoramic, cephalometric)
- LAB: X-ray taking

DEN 16 - Assisting in Dental Specialties

- Orthodontics
- Pediatric Dentistry (extended duty assistants)
- LAB: Typodont and instrument overview

DEN 17 - Assisting in Dental Specialties

- Periodontics
- Oral and maxillofacial surgery
- LAB: Instrument and material overview

DEN 18 - Dental Biomaterials I

- Restorative dental materials (amalgam, composite, bonding agents)
- Cements
- LAB: Introduction to materials

DEN 19 - Dental Biomaterials II

- Impression materials (alginate, PVS)
- Stones
- LAB: Impression taking and model pour up

DEN 20 - Coronal Polishing, Pit and Fissure Sealants

- Coronal polishing State regulations
- Coronal polishing procedure
- Pit and Fissure sealant State regulations
- Pit and Fissure sealant placement procedure

Orthodontic Assisting Program Curriculum

Instructors: Roxanne Santana/Mildred Diaz/Lynn Hines/Tracie King

ORTHO 1 - Introduction to Orthodontics I

- Practice of orthodontics
- Role of an orthodontic assistant
- Advanced dental anatomy

ORTHO 2 - Introduction to Orthodontics II

- Abnormalities of teeth and malocclusions
- Common orthodontic problems
- Instrument overview

ORTHO 3 - Introduction to Assisting in Orthodontics I

- Orthodontic assistant duties
- Orthodontic procedures
- Orthodontic instruments

ORTHO 4 - Introduction to Assisting in Orthodontics II

- Orthodontic instruments cont.
- Chair setup
- Procedure tray setup

ORTHO 5 - Intermediate Assisting in Orthodontics I

- Consultation and records
- Photography

ORTHO 6 - Intermediate Assisting in Orthodontics II

- Record taking
- Radiographs
- Consultation appointments

ORTHO 7 - Intermediate Assisting in Orthodontics III

- Orthodontic appliances and procedures
- Fixed appliances
- Removable appliances

ORTHO 8 - Advanced Assisting in Orthodontics I

- Application of separators
- Bonding and banding
- Adjustments and de-bonds

ORTHO 9 - Advanced Assisting in Orthodontics II

- Patient teaching
- Oral hygiene instructions
- Appliances instructions

ORTHO 10 - Advanced Assisting in Orthodontics III

- Patient teaching cont.
- Appliances instructions
- Internship requirements

Phlebotomy Technician Program Curriculum

Instructors: Colinda Kram/Deyon Coffi

- PHL 1 - Introduction to History of Phlebotomy
- PHL 2 - Introduction to Medical Terminology
- PHL 3 - Anatomy and Physiology
- PHL 4 - Anatomy and Physiology
- PHL 5 - Healthcare Settings
- PHL 6 - Blood Collection Equipment
- PHL 7 - Infection Control
- PHL 8 - Patient Relation and Skin Puncture Procedures
- PHL 9 - Bleeding Times
- PHL 10 - Venipuncture Procedures
- PHL 11 - Arterial Punctures
- PHL 12 - Blood Smears
- PHL 13 - Pipettes
- PHL 14 - Unique Collection Techniques
- PHL 15 - Blood borne Pathogens: Prevention HIV Transmission
- PHL 16 - Blood borne Pathogens: Prevention of the Spread of HBV
- PHL 17 - Communication and Transport
- PHL 18 - Quality Control
- PHL 19 - Blood Donors Interview and Physicals
- PHL 20 - Bedside Glucose Testing
- PHL 21 - Chemical Examination of Urine
- PHL 22 - Venipuncture- Butterfly and Syringe Techniques
- PHL 23 - Body Fluid Collection Techniques
- PHL 24 - Anatomy Review/Skin Puncture Review

Certified Clinical Medical Assistant Program Curriculum

Instructors: Colinda Kram/Deyon Coffi

CMA 1 - The Medical Record

- Procedure 1-1:Obtaining and Documenting Patient Symptoms

CMA 2 - Medical Asepsis and OSHA

- Procedure 2-1: Handwashing
- Procedure 2-2: Applying an Alcohol-Based Hand Rub
- Procedure 2-3: Application and Removal of Clean Disposable Gloves
- Procedure 2-A: Proper Use of a Sharps Container
- Procedure 2-B: Disposal of Hazardous Material

CMA 3 - Vital Signs

- Procedure 4-1: Measuring Oral Body Temperature—Electronic Thermometer
- Procedure 4-2: Measuring Axillary Body Temperature—Electronic Thermometer
- Procedure 4-3: Measuring Rectal Body Temperature—Electronic Thermometer
- Procedure 4-4: Measuring Aural Body Temperature—Tympanic Membrane Thermometer
- Procedure 4-5: Measuring Temporal Body Temperature
- Procedure 4-6: Measuring Pulse and Respiration
- Procedure 4-7: Measuring Apical Pulse
- Procedure 4-8: Performing Pulse Oximetry
- Procedure 4-9: Measuring Blood Pressure

CMA 4 - Phlebotomy

- Procedure 17-1: Venipuncture—Vacuum Tube Method
- Procedure 17-2: Venipuncture—Butterfly Method
- Procedure 17-3: Separating Serum from a Blood Specimen
- Procedure 17-4: Skin Puncture—Disposable Semi Automatic Lancet Device
- Procedure 17-A: Skin Puncture—Reusable Semi Automatic Lancet Device

CMA 5 - Physical Agents to Promote Tissue Healing

- Procedure 7-1: Applying a Heating Pad
- Procedure 7-2: Applying a Hot Soak
- Procedure 7-3: Applying a Hot Compress
- Procedure 7-4: Applying an Ice Bag
- Procedure 7-5: Applying a Cold Compress
- Procedure 7-6: Applying a Chemical Pack
- Procedure 7-7: Measuring for Axillary Crutches
- Procedure 7-8: Instructing a Patient in Crutch Gaits
- Procedures 7-9 and 7-10: Instructing a Patient in Use of a Cane and Walker

CMA 6 - The GYN Exam and Prenatal Care

- Procedure 8-1: Breast Self-Examination Instructions
- Procedure 8-2: Assisting with a Gynecologic Examination

- Procedure 8-3: Assisting with a Return Prenatal Examination

CMA 7 - The Physical Examination

- Procedure 5-1: Measuring Weight and Height
- Procedure 5-2: Sitting Position
- Procedure 5-3: Supine Position
- Procedure 5-4: Prone Position
- Procedure 5-5: Dorsal Recumbent Position
- Procedure 5-6: Lithotomy Position
- Procedure 5-7: Sims Position
- Procedure 5-8: Knee-Chest Position
- Procedure 5-9: Fowler Position
- Procedure 5-10: Wheelchair Transfer
- Procedure 5-11: Assisting with the Physical Examination
- Procedure 5-A: Body Mechanics

CMA 8 - The Pediatric Examination

- Procedure 9-1: Measuring the Weight and Length of an Infant
- Procedure 9-2: Measuring Head and Chest Circumference of an Infant
- Procedure 9-3: Calculating Growth Percentiles
- Procedure 9-4: Applying a Pediatric Urine Collector
- Procedure 9-5: Newborn Screening Test
- Procedure 9-A: Carrying an Infant

CMA 9 - Minor Office Surgery

- Procedure 10-1: Applying and Removing Sterile Gloves
- Procedure 10-2: Opening a Sterile Package
- Procedure 10-3: Pouring a Sterile Solution
- Procedure 10-4: Changing a Sterile Dressing
- Procedure 10-5: Removing Sutures and Staples
- Procedure 10-6: Applying and Removing Adhesive Skin Closures
- Procedure 10-7: Assisting with Minor Office Surgery
- Procedure 10-8: Applying a Tubular Gauze Bandage
- Procedure 10-A: Bandage Turns

CMA 10 - Administration of Medication

- Procedure 11-1: Administering Oral Medication
- Procedure 11-2: Preparing an Injection
- Procedure 11-3: Reconstituting Powdered Drugs

- Procedure 11-4: Administering a Subcutaneous Injection
- Procedure 11-5: Administering an Intramuscular Injection
- Procedure 11-6: Z-Track Intramuscular Injection Technique
- Procedure 11-7: Administering an Intradermal Injection
- Procedure 11-A: Locating Intramuscular Injection Sites

CMA 11 - Cardiopulmonary Procedures

- Procedure 12-1: Running a 12-Lead, Three-Channel Electrocardiogram
- Procedure 12-2: Applying a Holter Monitor
- Procedure 12-3: Spirometry Testing
- Procedure 12-4: Measuring Peak Flow Rate

CMA 12 - Colon Procedures and Male Reproductive Health

- Procedure 13-A: Testicular Self-Examination Instructions
- Procedures 13-1 and 13-2: Fecal Occult Blood Testing: Guaiac Slide Test Method and Developing the Fecal Occult Blood Test

CMA 13 - Introduction to Clinical Laboratory

- Procedure 15-1: Collecting a Specimen for Transport to an Outside Laboratory
- Procedure 15-A: Operating an Emergency Eyewash Station
- Procedure 18-1: Hematocrit
- Procedure 18-3 : Hemoglobin

CMA 14 - Urinalysis

- Procedure 16-1: Clean-Catch Midstream Specimen Collection Instructions
- Procedure 16-2: Collection of a 24-Hour Urine Specimen
- Procedure 16-3: Chemical Testing of Urine with the Multistix 10 SG Reagent Strip
- Procedure 16-4: Prepare a Urine Specimen for Microscopic Examination of Urine: Kova Method
- Procedure 16-5: Performing a Rapid Urine Culture Test
- Procedure 16-6: Performing a Urine Pregnancy Test
- Procedure 16-A: Assessing Color and Appearance of a Urine Specimen

CMA 15 - Medical Microbiology

- Procedure 20-1: Using the Microscope
- Procedure 20-2: Collecting a Throat Specimen
- Procedure 20-3: CLIA-Waived Rapid Strep Testing
- Procedure 20-4: Rapid Influenza Testing

CMA 16 - Blood Chemistry and Immunology

- Procedure 19-1: Blood Glucose Measurement Using the Accu-Chek Advantage Glucose Meter
- Procedure 19-A: Performing a Blood Chemistry Test
- Procedure 19-B: Rapid Mononucleosis Testing (QuickVue+ Mono Test)

CMA 17 - Eye and Ear Assessment

- Procedure 6-1: Assessing Distance Visual Acuity—Snellen Chart
- Procedure 6-2: Assessing Color Vision—Ishihara Test
- Procedure 6-3: Performing an Eye Irrigation
- Procedure 6-4: Performing an Eye Instillation
- Procedure 6-5: Performing an Ear Irrigation
- Procedure 6-6: Performing an Ear Instillation

CMA 18 - Sterilization and Disinfection

- Procedure 3-1: Sanitization of Instruments
- Procedure 3-2: Chemical Disinfection of Articles
- Procedure 3-3: Wrapping Instruments Using Paper or Muslin
- Procedure 3-4: Wrapping Instruments Using a Pouch
- Procedure 3-5: Sterilizing Articles in the Autoclave

CMA 19 - Clinic checkouts, Final Exam

Illinois Health Careers DBA Illinois Dental Careers was approved to operate by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

Institutional Disclosures Reporting Table

Institutional Disclosures Reporting Table
July 1, 2023 through June 30, 2024 (past fiscal year)
 Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Illinois Health Careers
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The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category CIP*SOC*	Program Name	Dental Assistant	Medical Assistant	Orthodontic Assist	MOAA	Billig	Phlebotomy
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		51.0601	51.0801	51.0805	51.0705	51.0714	51.1009
		31-9091	31-9092	29-9090	43-4051	43-3020	31-9097
A) For each program of study, report:							
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		28	9	12	0	0	2
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:							
	a) New starts	0	9	0	0	0	0
	b) Re-enrollments	0	0	0	0	0	0
	c) Transfers into the program from other programs at the school	0	0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		28	9	12	0	0	2
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:							
	a) Transferred out of the program or course and into another program or course at the school	0	0	0	0	0	0
	b) Completed or graduated from a program or course of instruction	27	8	8	0	0	1
	c) Withdrew from the school	1	0	0	0	0	1
	d) Are still enrolled	8	3	4	0	0	0
5) The number of students enrolled in the program or course of instruction who were:							
	a) Placed in their field of study	10	2	2	0	0	1
	b) Placed in a related field	0	3	1	0	0	0
	c) Placed out of the field	3		1	0	0	0
	d) Not available for placement due to personal reasons	2	1	0	0	0	0
	e) Not employed	3		4	0	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.							
		Unknown		Unknown	N/A	N/A	1
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.							
		Unknown		Unknown	N/A	N/A	1

C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	Unknown		Unknown	N/A	N/A	Unknown
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$22.00/hour	18-22 PER HOUR	\$21.00/hour	\$18.00/hour	\$23.00/hour	\$21.00/hour

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

] In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

] If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.